



RESIDENTIAL CHECKLIST

COMPLETE THE NIGHT BEFORE INSPECTION:

QA _____ Retail _____ CK# _____

Client Name _____ Address _____

PH# _____ Date/Time of Inspection: _____

Insurance Carrier: _____ ISN OID# _____

County Website- _____ Permit # Obtained - _____ Dated: _____

TO BE COMPLETED AT THE INSPECTION SITE:

IF BANKERS FILE: Terrain: B _____ or C _____ Roof Covering Material: _____ (tile, shingle, etc.)

These must be noted in overall comments section of inspection report for Bankers files

Rep. On Site Name: _____ Time Arrived _____ Time left _____

Give Agreement and CSE Forms to Owner _____ Pick Up signed forms before Leaving _____ (Homeowner may choose to keep the Customer Service Evaluation (CSE) and send in on their own. **However, you MUST get WLM Agreement signed on top portion BEFORE beginning inspection.** They sign the bottom portion after inspection is completed.)

Attach a WLM Agreement AND a Customer Service Evaluation Form to this form prior to departure from the job site.

Photos to be Taken: (BE SURE YOUR CAMERA IS ON THE LOWEST RESOLUTION)

- Address** (Take as first picture on your camera to mark beginning of inspection)
- Front Elev** – include any protected OR unprotected openings/roof shape if determining factor of Geometry
- Right Elev** - include any protected OR unprotected openings/roof shape if determining factor of Geometry
- Rear Elev**- include any protected OR unprotected openings/roof shape if determining factor of Geometry
- Left Elev**- include any protected OR unprotected openings/roof shape if determining factor of Geometry
- Obstruction of Attic Access** if you're unable to access attic
- Roof Deck Attach – Nail Size** w/shiner or scanner and ruler/tape measure
- Roof Deck Attach - Nail Spacing** measured 3 times (1 edge/2 field) w/ruler and initials/date written
- Roof Deck Attach - Deck Thickness** by stamp on plywood or measured w/ruler or bsns card
- Roof Deck Attach – if dimensional lumber**, get pics of two nails per board
- Roof to Wall Attach – Toenail, Clips, Single or Double Wraps, Concrete**, etc.
- Roof to Wall Attach – must have pictures of 3 nails for single or double wraps** OR metal for concrete
- Gable End Bracing** (if applicable)
- Gable vents** Etc. – Gable Vents-take pictures, measure and include in comments
- Skylight stickers/etching** if applicable
- Exterior Wall Const. with detector** (measure in 5 places around house, take 1 pic of scanner)
- SWR** – need picture of contractors invoice or roofing permit indicating SWR application (or scanned PDF) OR picture showing shiny SWR in attic if visible
- Garage door with Sticker** indicating rating (be sure it's closeup and is legible)
- Garage door installation** - if hurricane rated
- Windows with stickers/etching** – if applicable and windows not shuttered
- Glass block** – protection or lack thereof (If United file, needs protection only if Miami/Dade/Broward)
- Shutters** (usually stored in garage)
- Shutter stamps or docs/NOA** – make sure it's legible
- Shutter installation hardware closeup**
- Exterior Doors**
- Exterior Door stamps/imprints/NOA/docs**
- Exterior Door assemblies/installation** – if hurricane rated
- House permit** if needed (or scanned PDF)
- Roof permit** (or scanned PDF)
- Signed Agreement** (or scanned PDF)
- Signed Customer Service Evaluation** (or scanned PDF)
- Homeowner signature only at bottom of Agreement** – to be uploaded to "Field Paperwork Signature"
- Additional pictures** of any hazards, risks, or abnormal conditions (trampoline, vicious dogs, cracks, rust, water damage, mold) ***Castle Key**

Notes/Comments for underwriters/Potential issues
